



Absence Management Highlights

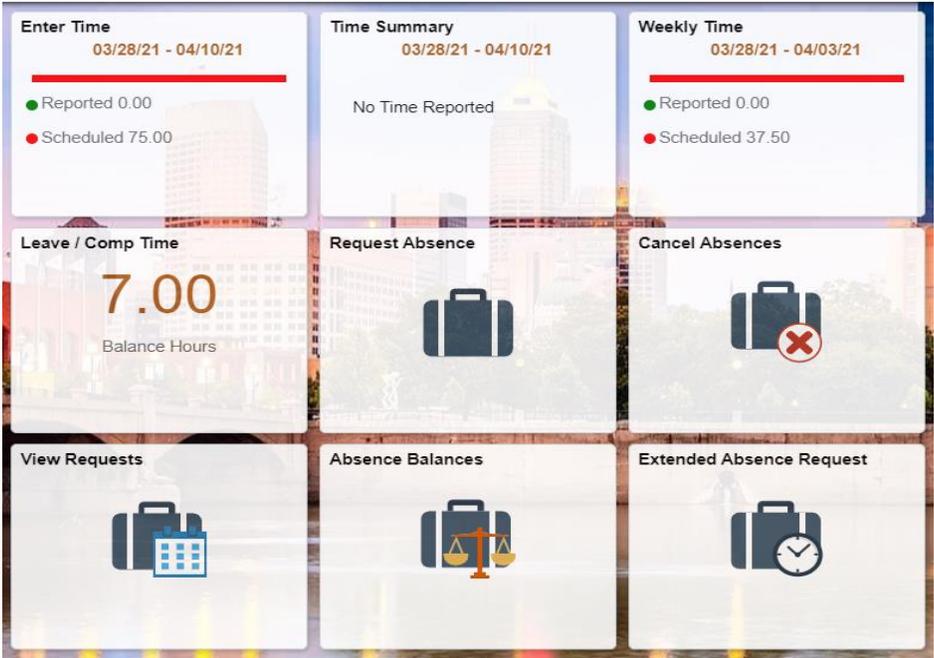
Leave Requests & Usage

- Current: Employees ask for leave in person or by phone, text, email or paper forms, then enter the hours of leave/comp time taken directly on the timesheet.
- Future: Employees can still request leave from their supervisor according to their preference, but the employee will also use the Absence Management tile within PeopleSoft. Once complete, leave time will auto-fill into the timesheet.

Employees will no longer be able to enter 7.5 hours vacation, as an example, for a single day directly on their timesheet using Time Reporting Codes. Employees will use Absence Management to ensure any leave time appears on their timesheet. Eventually, managers will approve leave time requests through absence management as well.

Employee Self Service Homepage

Below is an example view of the Employee Self-Service homepage for entering time within PeopleSoft 9.2.



Workflow Example to Request Absence

Here is an example of the flow an employee will experience when requesting a leave within Absence Management.

Step 1: Click Request Absence title and enter request.

Request Absence

Absence Type

*Absence Name

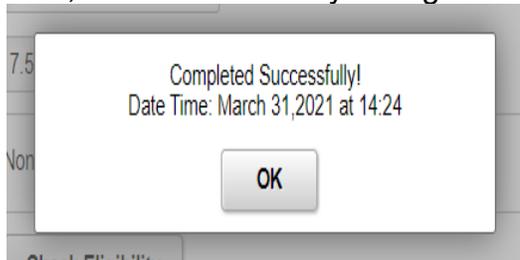
*Start Date

End Date

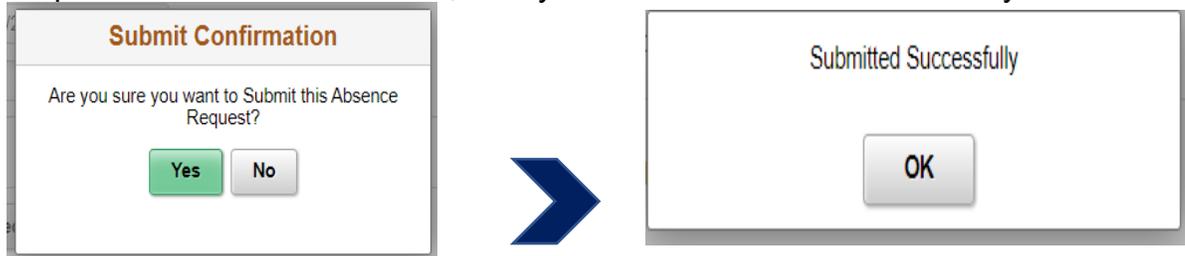
Duration Hours

Partial Days

Step 2: After clicking “Check Eligibility,” a screen will appear with “Completed Successfully” if you have sufficient balance to take the requested leave. If you do not have sufficient balance of leave time, the screen will say “Ineligible.”



Step 3: Confirm the submission, then you’ll see “Submitted Successfully.”



The final screen will show a confirmation and the request is sent to the timesheet.

Request Absence

Absence Type

Absence Name

Start Date

End Date

Duration Hours

Partial Days

Status

Timesheet View

You can see the vacation hours appear on the employee's timesheet, but are grayed out and not available for any action. Again, reiterating that leave requests and updates cannot be made directly to the timesheet, but only through Absence Management. If there is a change to a leave request, an employee must go back into Absence Management to cancel and take make appropriate adjustments.

Week 1 of 2								
Scheduled: 37.50 Reported: 37.50 Hours								
*Time Reporting Code	17-Sunday	18-Monday	19-Tuesday	20-Wednesday	21-Thursday	22-Friday	23-Saturday	Taskgroup
	Scheduled 0 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 0 Reported 0					
Holiday - HOL		7.50						00022
Regular Work Hours - REG			7.50	7.50	7.50			00022
Vacation - VAC						7.50		00022

THESE ARE NOT TRAINING TOOLS. TRAINING TOOLS WILL BE RELEASED TO ALL STATE EMPLOYEES IN MARCH. THESE TOOLS ARE TO HIGHLIGHT THE SIGNIFICANCE OF THE ENHANCEMENTS COMING WITH THE LAUNCH OF PEOPLESOFT 9.2.